



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TX 78234-6000

REPLY TO
ATTENTION OF

MCHO-Q

10 April 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Basic Credentialing/Centralized Credentials Quality Assurance System (CCQAS) 2.8 Training Workshops

1. Classes are scheduled at the Professional Education Center (PEC), Camp Robinson, North Little Rock, Arkansas. This training will include Basic Credentialing and Privileging, Adverse Actions, Risk Management processes and the CCQAS 2.8 Credentialing/Privileging Modules. This training is for newly assigned as well as experienced Credentialing Managers and Clerks. Class size is limited to 25 students in order to provide optimal hands-on experience in the use of the CCQAS 2.8 application.

2. The class dates are as follows:

Travel	Start	Finish/Travel
25 Feb 07	26 Feb 07	2 Mar 07
1 Apr 07	2 Apr 07	6 Apr 07
20 May 07	21 May 07	25 May 07
10 Jun 07	11 Jun 07	15 Jun 07
22 Jul 07	23 Jul 07	27 Jul 07

3. Register on line for training and lodging at <http://www.pec.ngb.army.mil/> under Conferences, select "Register", and look for the course, Basic Credentialing/CCQAS 2.8 Training Workshop and then follow the "login" prompts.

4. A user id and password for the production server will be issued to the user during the class. If access to the CCQAS production server is needed prior to the class date, the instructions for obtaining a user id and password are found in Enclosure 1.

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5. Official travel days are **Sunday and Saturday**.

Participants should report to the respective classroom promptly at 0750 hrs on the first day of class. Class hours are 0800 to 1700 each day with a 1 hour lunch break, Monday thru Friday. **If you are not able to attend the entire class instruction, either select another time period to attend or appoint another individual who can stay for the duration of the class.**

6. Funding is the responsibility of the local unit of assignment. Transportation to and from the airport is provided at no cost. Upon arrival, call the PEC registration desk at (501) 212-4700 and request transportation. On site billeting may not be available for the course you selected. Ensure you obtain a "Statement of Non-Availability" from the PEC registration office prior to getting hotel accommodations.

7. The dress for all sessions is BDU/ACU for the military and equivalent attire for civilians.

8. Points of contact for the workshops are LTC Elaine Fleming, Chief, Regulatory Compliance, and LTC Karen Chambers, USAR Quality Assurance Officer, Headquarters, U.S. Army Medical Command, Quality Management Division, DSN 471-8104/6260 or commercial (210) 221-8104/6260.

Encl
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LEO L. BENNETT
COL, MC
Director, Quality Management

DISTRIBUTION:

Commanders, MEDCOM RMCs/MEDCENS/MEDDACs

Commander, U.S. Dental Command

Chief, Army National Guard Bureau, ATTN: NGB-ARS,

111 South George Mason Drive, Arlington, VA 22204-1382

Commander, U.S. Army Reserve Command, 1401 Deshler Street,
SW, Ft McPherson, GA 30330-2000

Commander, HRC, ATTN: HRC-HS, 1 Reserve Way,
St. Louis, MO 63132-5000

Commander, HHC USACAPOC (TPU), ATTN: Medical Services
Section, Building E-2535, Ft Bragg, NC 28307-5200

Commander, 18th MEDCOM, Unit 15281, APO AP 96205-0054

CF:

Professional Education Center, ATTN: Conference Operations
(Ms. Crystal Cox), Building 2502 (Militia Hall), Camp
J.T. Robinson, North Little Rock, AR 72118

CCQAS 2.8 Online Registration

To obtain a user id and password, users will complete an online registration process. Each user will register via the Internet by connecting to the CCQAS web site at:

<https://ccqas.csd.disa.mil>

Once connected to the site, select LOGON, acknowledge the security notification, select the "REGISTRATION" option, and then complete and save the registration form. Saving the form triggers automatic email notification to MEDCOM that the individual has applied for access to the CCQAS 2.8 program.

The following portrays the input screen used for online registration. Most entries on the form are self-explanatory. Any entry where the associated field label appears in red is a mandatory entry. Additional relevant information is provided below.

System Request:

- User Type: Module User
- UIC - Credentialing facility/location UIC. User may type entry or select via the built-in search feature by clicking on the binocular icon.
- Access - Select the module or modules required
- Complete all fields in red.
- Email Address - Ensure an accurate AKO email or other military e-mail address is entered, as this is the address which is used by the system to automatically transmit the two emails providing Id and password when application is approved.
- During initial assignment of access permissions, MEDCOM will grant additional access permissions to the individual(s) so designated. Additional security manager permissions will allow the designated individual(s) to assign/modify access permissions (i.e., read only versus read/write/update/add new users) for other authorized users if applicable.

REGISTRATION VALIDATION

- Complete the information as indicated
- If individual identified in the preceding USER PROFILE section is unknown to MEDCOM: used as contact to verify requirement for access to the CCQAS 2.8 application for the specified unit/location.

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